

New Mexico Department of Game and Fish

POLICY

Official Reports

RM-410
(Rev. 03/15/2012)

Authority

§ 17-1-5 and 29-1-1 NMSA 1978

Purpose

This policy directs the process of documenting and routing of official reports by department employees.

Policy

All employees will document official actions as directed by department supervisors; and department officers will document their actions as specified in the Statewide Law Enforcement Operational Procedures. Reports will be subject to review and approval before any distribution to the public or to other agencies.

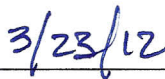
Public requests for copies of law enforcement or other official reports will be referred to the appropriate division chief or their designee who will respond in compliance with the New Mexico Public Records Act and the Arrest Records Information Act.

Enforcement and regulatory agencies may receive copies of official reports without going through a public records request. A division may provide these reports to officials upon request or as needed in the furtherance of State business.

This policy was approved and implemented by:



James S. Lane, Jr., Director



Date